Section: Board	Review Date: 13/02/2028
ORGANISATIONAL CHILD PROTECTION POLICY	

Application

This policy applies to all **YMCA Taranaki staff members** employed, contracted to, or people volunteering with the **YMCA Taranaki.**

Purpose

YMCA Taranaki is committed to the well-being of children and young people. The purpose of this policy is to affirm and ensure that the YMCA Taranaki meets its requirements under the Children's Act 2014 and other relevant legislation, through providing provision for:

- The identification and reporting of child abuse or neglect, and
- Appropriate safety checking of staff, volunteers and students who have relevant engagement with children within the context of their YMCA work, volunteering or study.

Certain contracts and funding arrangements for the YMCA Taranaki to provide **children's services** require the YMCA Taranaki to adopt a **child** protection policy that complies with section 19 of the Children's Act 2014 ("child protection policy contracts"). The purpose of this policy is to comply with these and other requirements.

Introduction

This policy outlines the procedures to be followed by YMCA Taranaki staff members who suspect **child abuse** in the course of providing children's services under child protection policy contracts
The procedures in this policy notwithstanding, any person may report suspected child abuse to the chief executive of Oranga Tamariki – the Ministry for Children – or the New Zealand Police under section 15 of the Oranga Tamariki Act 1989
The YMCA Taranaki complies with its obligations under Part 3 of the Children's Act 2014 to safety check children's workers performing regulated services

Note - not all staff members who provide children's services under child protection policy contracts are required to be safety checked under the Children's Act 2014

Policy and Procedure

1. Reporting Child Abuse or Neglect

(a) Staff, volunteers and students of the YMCA Taranaki who, in the course of their work or study for the YMCA Taranaki, come to believe that a child may have been, or may be at risk of being, abused, neglected or otherwise harmed, should take appropriate action as outlined in clauses 1(c)-(i) below.

(b) Staff, volunteers and students who carry out part of their YMCA Taranaki work or study or involvement in the context of other providers of children's services, should be aware of and adhere to any child protection policies in place in those organisations.

(c) Where a child discloses abuse or harm, or a concern about abuse or harm is raised, this should be documented, including recording:

i. the disclosure (as close to verbatim as possible) and/or the concern
ii. the date of any disclosure and who was present
iii. any evidence in support of the disclosure or concern
iv. any advice received
v. any action taken, and
vi. any other relevant information
vii. DO NOT INTERVIEW THE CHILD

(d) Except where a delay in response is likely to endanger a child, staff, volunteers or students are strongly encouraged to discuss any concerns they may have and any potential action to be taken with their supervisor, manager, and the YMCA Taranaki CEO.

(e) Where a person believes that a current or prospective staff member, volunteer, student or other YMCA Taranaki representative may pose a risk to children in the context of YMCA Taranaki work or study or involvement, they should seek further advice from:

i. The QA/HR Associate in relation to any staff member, or
ii. The YMCA Taranaki CEO in relation to any student or other non-staff YMCA Taranaki representative.

(f) Where it is believed that a child is in immediate danger, concerns should be reported to the Police.

(g) Where it is believed a child has been, or is likely to be, abused, neglected or harmed, but it is judged that they are not in immediate danger, concerns should be reported to Oranga Tamariki (Ministry for Children).

(h) Where a concern is raised, and it is subsequently determined that no risk to a child or children exists and that no action is to be taken, this decision and its rationale should be documented.

(i) Disclosures of, or concerns about, abuse should be treated as highly sensitive and appropriate standards of confidentiality should be maintained, subject to this Policy and the YMCA Taranaki's Policy on Access to, and use of, Personal Information.

(j) Nothing in this Policy limits the right of any person to report child abuse or neglect in accordance with Section 15 of the Oranga Tamariki Act 1989.

2. Safety Checking of Staff, Volunteers and Students who Work with Children

(a) For the purposes of this policy, relevant child contact is:

i. regular or overnight contact with a child or children in the course of YMCA Taranaki work, volunteering or study (other than with children who are co-workers)
ii. without a parent or guardian of each child being present, and
iii. in the context of a regulated service as specified in the Children's Act 2014.

Education services at tertiary level are not considered regulated services, and so teaching interactions with enrolled students aged 17 years or younger will not normally fall under the definition of relevant child contact, except where such teaching is carried out on behalf of a school or other regulated service.

(b) All staff members regardless of any child contact in the context of their YMCA Taranaki employment shall be safety checked.

(c) All volunteers regardless of any child contact in the context of their YMCA Taranaki volunteering shall be safety checked.

(d) Any student who has, or is likely to have, relevant child contact as a consequence of their enrolment in YMCA Taranaki programme(s) or course(s), or as a consequence of any other official YMCA Taranaki activities, shall be safety checked. Child contact independent of YMCA Taranaki activities (e.g. through existing independent employment) does not require YMCA Taranaki safety checking.

(e) Safety checks shall be carried out as prescribed under the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015. See Safe Recruitment Policy

(f) Safety checks shall occur:

i. before the staff member, volunteer or student commences work with children (or before deadline dates as specified under commencement provisions in clauses 25 and 26 of the Children's Act 2014), and subsequently
ii. at least every three years if the staff member, volunteer or student is continuing in any YMCA Taranaki role.

(g) The YMCA Taranaki may rarely accept, as meeting the requirement of clauses 2(d), written confirmation of a dated safety check concluding that a person is safe to work with children from:

i. Teachers Registration Body, for staff or students for whom relevant child contact in their YMCA Taranaki work or study shall occur solely within the context of that other organisation.

Any child contact outside these contexts shall require a YMCA Taranaki-initiated safety check.

(h) The YMCA Taranaki shall endeavour to make clear to prospective staff, volunteers, students and other YMCA Taranaki representatives, employment options, or other YMCA Taranaki business, which require safety checking, for example through position

descriptions and recruitment processes, and programme, activity and course regulations and notes.

(i) The YMCA Taranaki reserves the right to require a full or partial safety check of any staff member, volunteer, student or other YMCA Taranaki representative who has relevant child contact in the context of their YMCA Taranaki work, volunteering or study, regardless of any previous checks carried out.

(j) The YMCA Taranaki reserves the right to appropriately restrict a person's YMCA Taranaki-based activities where a safety check finds that that person may pose a risk to children and/or is not permitted to work with children under the Children's Act 2014, or where no safety check has been completed.

(k) Nothing in this clause shall limit the YMCA Taranaki's obligation and right to take all necessary steps to meet legislative requirements.

3. Safety Checking Oversight and Responsibilities

(a) Safety checks shall be carried out by Human Resources in relation to all staff.

(b) Departments, in consultation with Human Resources, are responsible for identifying YMCA Taranaki roles involving relevant child contact, and in such cases ensuring appropriate safety checking is carried out by Human Resources.

(c) Human Resources shall maintain records of staff safety checks, and undertake rechecking (under clause 2(e)ii) as required.

4. Child abuse identified in the course of providing children's services under child protection policy contracts

a. All YMCA Taranaki staff members involved in delivering children's services under child protection policy contracts must be aware of relevant child protection practices and must read this policy

b. Any YMCA Taranaki staff member who suspects child abuse in the course of providing children's services under a child protection policy contract must promptly report it to any of the following:

- their line manager or another manager
- The Designated Person (DPCP)
- the CEO
- Oranga Tamariki 0508 326 459
- Police 111 if in immediate harm
- Police 105 if not in immediate harm
- Privacy Commissioner 0800 803 909
- New Plymouth Police Station 06 759 5500

c. The Manager and CEO will determine whether to report the suspected child abuse to the Oranga Tamariki - Ministry for Children, the New Zealand Police, or another appropriate agency.

Note - It is likely that the CEO would appoint an investigator only if there has been an allegation of child abuse against a YMCA Taranaki staff member

Review

4. The CEO is to review this policy within three years of its date of adoption or its most recent date of review

Definitions

The following definitions apply to this document:

Child means a person who is under the age of 18 years who is not married or in a civil union
Child abuse means the harm (whether physical, emotional, or sexual), ill-treatment, abuse, neglect, or deprivation of a child
Neglect means the persistent failure to meet a child's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development
Children's services means:

(a) services provided to 1 or more children

(b) services provided to adults in respect of 1 or more children

(c) services provided to adults living in households that include 1 or more children and that

(i) do or may affect significantly any 1 or more aspects of the well-being of those children; and

(ii) are adult addiction services, adult disability services, adult mental health services, family violence services, services to support adult victims of crime, or other services that have been prescribed by an Order in Council by the Governor-General

(d) services provided in respect of children that have been prescribed by an Order in Council by the Governor-General

Prescribed State services means a prescribed State service as defined in the Children's Act 2014
Safety check for the purpose of this policy, a screening process to assess the appropriateness of a person to work with children (i.e. in terms of ensuring child safety)
Staff member refers to an individual employed or contracted by the YMCA Taranaki on a full or part time basis, or people volunteering with the YMCA Taranaki including students
YMCA Taranaki means the YMCA Taranaki and includes all subsidiaries

Approved by Chairperson **Date:** 13.02.26